1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
November 8, 1972		Date Received	Application No.	Date Completed
2. Agency Application No. 42		NOV 30 1972	407	DEC 4 1972

3. AGENCY, Division, Subdivision & Administering Office Address	4. Person to Contact
Georgia Department of Agriculture Animal Industry - Animal Disease Eradication Section 19 Hunter St. S.W. Atlanta, Georgia 30334	Dr. James Andrews

5. Working Title	6. Tel. No.
State Veterinarian	656-3667

7. ACTION REQUESTED

[x] ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.

[ ] DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series	9. Exact Series Title
1969 to Date	Garbage-feeder Inspection Files

10. What is the function of the office in which this record series is created

The Section administers Livestock Health Rules and Regulations pertaining to Herd Accreditation, Herd Certification, and Validation. It records tests for tuberculosis and brucellosis in cattle, and brucellosis in swine; receives affidavit from Herd Owners requesting certification, registration or validation thru owner's Veterinarian; evaluates affidavit for certification, accrediation and/or validation - if qualified issues certification, accrediation, and/or validation; inspection of herds for re-certification, re-accrediation, and/or re-validation - if qualified issues re-certification, re-accrediation, and/or re-validation certificates on selected anniversary date each year after first qualifications.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to the inspection of the facilities of swine-owners feeding their animals on garbage.

Includes un-numbered form "Garbage Feeder Inspection Report" which provides information as to identity of owner and location of his facility, amounts and sources of garbage collected for feeding, method of cooking garbage, sanitation, the swine inventory, changes in inventory since last inspection and reasons therefore, and any indications of hog cholera in the inventory.

The file is arranged alphabetically by garbage feeder.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records		No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	4	6	ANNUAL RATE OF ACCUMULATION	1	1.5
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s): 3	In Storage Area(s):

				This Year's	Last Year's	Preceding Year's	All Prior Year's
			AVERAGE DAILY REFERENCES	1			

Form: AR-50-71 (Rev. 72)

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain	YES	NO
13. Is this the Record Copy of the series?	[x]	[ ]
14. Is there a duplication of this series in another office or agency?	[ ]	[x]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication.	[ ]	[x]
16. Does the series contain classified information requiring security handling?	[ ]	[x]
17. Does the series initiate, amend or terminate agency policies and procedures?	[ ]	[x]
18. Could the function be performed if the files were lost or destroyed?	[x]	[ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	[ ]	[x]
20. Does the record series provide data as input to an EDP file?	[ ]	[x]
21. Does the record series contain documentation produced as EDP printout?	[ ]	[x]
22. Has the Federal Government issued instructions governing retention/disposition of these files?	[ ]	[x]
23. Will there be a need for these records 10, 15 years from now? If yes, what?	[ ]	[x]

24. REQUIREMENTS. The following requires the files to be kept _____1_____ years:

a. [ ] STATE LAW b. [ ] STATUTE OF LIMITATION c. [ ] AUDIT PERIOD d. [ ] FEDERAL LAW e. [x] ADMINISTRATIVE DECISION f. [ ] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

-[x] CALENDAR YEAR   -[ ] FISCAL YEAR   -[ ] Other   then:

[x] Hold in the current files area _____ month(s)/__1___ year(s):
[ ] Transfer to [ ] State Records Center [ ] Local Holding Area; hold _____ year(s):
[x] Destroy.
[ ] Transfer to State Archives for permanent retention.
[ ] Destroy immediately after cut-off.
[ ] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series			Records Management Officer _CAA_	Date 11-8-72
26. Recommendations		[ ] Approved [ ] Disapproved	Head of Agency/Designee _Ellis D. Sikes_	Date 11-8-72
in Paragraph	State	[✓] Approved [ ] Disapproved	Department of Audits/Designee _William M. Nixon_	Date 12-1-72
25 are:	Records	[✓] Approved [ ] Disapproved	Secretary of State/Designee _Carroll Hart_	Date 11-30-72
	Committee	[✓] Approved [ ] Disapproved	Department of Law/Designee	Date 12-1-72